

INSTRUCTIONS FOR ENTERING CURRICULUM EXHIBITS ON THE WEBSITE

- 1) Directions to access the Curriculum Exhibit Sheets:
 - a. Go to www.state.ia.us/boee
 - b. Under **General Licensure Information**, scroll down to **Information Useful to College and University Officials**.
 - c. Go to **Institutional Reports – Curriculum Exhibit Sheets**.
 - d. Templates are found at the top. In the list of colleges/universities, Northwestern's exhibit sheets are posted as an example.
- 2) If your current curriculum exhibits are on one long document, cut them apart by endorsement. **Each endorsement must be a separate document labeled with the number of that endorsement.** (Numbers are available on the templates provided on the new section of the website; see #1 above. You may want to print that list.) If you have more than one exhibit sheet per endorsement number (e.g. an undergraduate and a graduate exhibit sheet), please include **both** exhibit sheets in the **same document under the same number**.

If you look at the templates, you will see a few changes from what you have submitted in the past. You may make those changes on your endorsement sheets, cut and paste information from the old sheets onto new templates, or just submit curriculum sheets as they are when cut apart. Curriculum exhibit sheets will be accepted with or without the minor changes.
- 3) Once **all of your curriculum exhibit sheets are ready** to send, please e-mail them as attachments to linda.choate@iowa.gov. You will need to send several separate e-mails as the e-mail system works better with a maximum of five attachments per e-mail.

In the future:

- 1) Update all curriculum exhibits using the templates and send them to arlie.willems@iowa.gov. Once new or updated curriculum exhibits have been approved, the program will be notified and the new exhibit sheet(s) will be uploaded on the website.
- 2) In preparing for site visits, programs will need only to review their curriculum exhibits on the website to determine that the exhibit sheets are current. Curriculum exhibit reviewers will access exhibit sheets directly from the website.